

YORK COUNTY JOB DESCRIPTION

JOB TITLE: FAMILY SERVICES SPECIALIST COMMUNITY SERVICES/CHILDREN'S SERVICES

GENERAL STATEMENT OF JOB

Performs basic counseling and human services work in the Children's Services Bureau. Works directly with income eligible and special needs children, and their families to ensure maximum child achievement and to provide support to the family. Responsible for interviewing families, assessing their needs, and developing action plans. Ensures that families are made aware of services available to them through various community agencies. Serves as a liaison between the families and the agencies. Participates in recruiting families, and attending training sessions and seminars. Work is performed under regular supervision.

ESSENTIAL JOB FUNCTIONS

Works as a case manager; Gathers and reviews pertinent family data; assists families in identifying family strengths and weaknesses, and assists families in cultivating their strengths; conducts family needs assessments; refers families to ancillary agencies, as appropriate.

Schedules and coordinates home visits, visiting program participant's homes at least two time yearly; maintains and updates family profile information; confers with other staff members, and develops and implements action plans.

Creates and maintains a case management data base of participants in the program; ensures that accurate records are maintained.

Establishes and maintains confidential records and files. Maintains records and data including time sheets, family contacts, mileage, family needs assessments and other related reports.

Transports families to various community agencies and head start functions, as needed.

Serves as a liaison between head start families and various ancillary agencies.

Recruits families following current recruiting procedures; assists in recruiting and training of parent volunteers, as needed; compiles information and submits monthly reports concerning volunteers; prepares and sends thank you notes and other correspondence. Assists Social Services Coordinator in conducting parents' orientation.

Provides general support as needed, including substituting for other staff members and teaching staff.

Assists in planning, and attends parent meetings; assists and trains parents with planning and carrying out activities for their children.

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Attends staff meetings and training sessions, as required.

ADDITIONAL JOB FUNCTIONS

Provides supportive services to families involved in emergencies or crises situations.

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Some knowledge of early child development and psychology.

Some knowledge of service providers generally available for families at risk.

Effective oral communication skills.

Ability to communicate and interact effectively with people from a variety of socio-economic backgrounds.

EDUCATION AND EXPERIENCE

Bachelor's degree in early childhood development, social work, or a related field, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must possess a valid driver's license issued by the Commonwealth of Virginia. Requires an acceptable background check.

PHYSICAL AND MENTAL STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including common office machines such as calculators, copiers, etc. Must be able to drive an automobile. Work involves some walking, and standing when doing home visits, some lifting, pulling, and/or pushing of tables and chairs and other objects for open house and other events.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to others, as well as receiving instructions from others.

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Language Ability: Requires the ability to read a variety of reports, correspondence, invoices, forms, records, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to plan work and develop procedures; to learn and/or evaluate complex information in order to make judgments and decisions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and hear.

Prepared by: _____

Date: _____

Approval: _____